



**GEORGINA PUBLIC LIBRARY**  
**Public Library Board Agenda**

Thursday, January 16, 2025  
7:00 PM

**Pages**

**1. CALL TO ORDER**

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

**2. ROLL CALL**

**3. INTRODUCTION OF ADDENDUM ITEM(S)**

**4. APPROVAL OF AGENDA**

**5. ANNOUNCEMENTS**

1. Introduction of new Manager, Library Customer Experience - Nikolina Likarevic

**6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**7. ADOPTION OF MINUTES**

December 19, 2024

**8. SPEAKERS**

**9. DELEGATIONS/ PETITIONS**

**10. PRESENTATIONS**

3

<b>11.</b>	<b>CONSENT AGENDA</b>	
1.	Branch Report	9
2.	Quarterly Statistics	12
3.	Work Plan Update	20
4.	Financial Statement December 2024	22
5.	Media Scan	23
<b>12.</b>	<b>VERBAL COMMUNICATIONS</b>	
1.	CEO Update (J. Moncada)	
2.	Board Chair Update (B. Sabatini)	
3.	Friends of the Library Update (R. Beechey)	
<b>13.</b>	<b>OLD BUSINESS</b>	
1.	GPL Goals Document adoption	26
<b>14.</b>	<b>NEW BUSINESS</b>	
1.	Policy Review: Board Structure Bylaws	30
<b>15.</b>	<b>OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN</b>	
<b>16.</b>	<b>CLOSED SESSION</b>	
<b>17.</b>	<b>NEXT MEETING DATE/TIME</b>	
	February 20, 2025	
<b>18.</b>	<b>MOTION TO ADJOURN</b>	



**GEORGINA**

**GEORGINA PUBLIC LIBRARY**

**Georgina Public Library Board Minutes**

Date: Thursday, December 19, 2024  
Time: 5:00 PM

Members of Board Present: Dave Neeson  
Bobbi Sabatini  
Naomi Davison  
Nancy Rodrigues  
Leslie Johnstone  
Rita Beechey  
Alicia Braund  
Kathy Coates  
Madalyn Calzavara

Staff Present: Serena Hamlyn  
Joe Moncada  
Anna Delong  
Chad Parisien

**1. CALL TO ORDER**

The meeting was called to order by the Chair at 5:02pm.

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

**2. ROLL CALL**

As noted above

**3. INTRODUCTION OF ADDENDUM ITEM(S)**

None.

**4. APPROVAL OF AGENDA**

**GLB-2024-108**

Moved By Leslie Johnstone

Seconded By Alicia Braund

That the December 19, 2024 Agenda be approved as presented

**Carried**

**5. ANNOUNCEMENTS**

None.

**6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

**7. ADOPTION OF MINUTES**

November 21, 2024

**GLB-2024-109**

Moved By Kathy Coates

Seconded By Rita Beechey

That the November 21, 2024 minutes be adopted as circulated.

**Carried**

**8. SPEAKERS**

None

**9. DELEGATIONS/ PETITIONS**

None

**10. PRESENTATIONS**

None.

**11. CONSENT AGENDA**

1. Branch Report

2. Work Plan Update

3. Financial Statement  
November 2024
4. Media Scan

**GLB-2024-110**

Moved By Madalyn Calzavara  
Seconded By Leslie Johnstone

That items # 11.1, 11.2, 11.3, and 11.4 - Consent Agenda be accepted as presented.

**Carried**

**12. VERBAL COMMUNICATIONS**

1. CEO Update (J. Moncada)

**COMMUNITY CONNECTIONS**

- On Thursday, December 5, 21 youth from a local Embers (Girl Guides) group visited the Maker Space to learn about what they can create in that space. The girls had an opportunity to make buttons and experiment with our 3D pens.
- On Friday, December 6, Rachael and Tyler hosted a Keswick Community High School class at Discovery Branch and in the Maker Space. The group received a tour of the Maker Space, made a craft, and enjoyed a Family Storytime.

**SPACES**

- Staff have been making use to of the large format printer in the Maker Space to festively decorate the branches for the season

**PEOPLE & LEADERSHIP**

- The 2025 budget was passed by Council on December 3. A couple of highlights in the budget for the Library include funding to open the Discovery Branch on Family Day Monday and purchasing programming laptops to support tech-based programming
- GPL welcomed Blythe to the team in early December as a Casual Library Clerk

- We are currently in the process of setting up training with the Clerk's Department for Board members. Please expect Serena to reach out in the near future about timing of the training
- The Public Library Operating Grant (PLOG) was received last week
- A big thank you goes out to the Library Board members for the very thoughtful delivery of delicious homemade treats for all Library staff

## COLLECTIONS & PROGRAMS

- The programming team continues to look for ways to bring seniors into the Maker Space. Starting in March, we will be offering monthly seniors Maker Space Open Houses where seniors can learn about a specific piece of equipment in the Maker Space.
- We had great turnout at our drop in family holiday programs in December. 61 people attended Nutcracker storytime on December 7 and 68 people attended Caroling with Connors Music on December 10.
- Teens had an opportunity to engage with their community, learn valuable skills, and earn volunteer hours at our Gift Walk event on December 14. They assisted children in selecting donated gifts for their family and friends. This program also helped situate the library as a sustainable organization as we were able to repurpose gently used items as holiday gifts. Over 50 children were able to select gifts for friends and family.

### 2. Board Chair Update (B. Sabatini)

- The Board, along with a few other Board members, joined Library staff for their Holiday Party in early December
- The Board Chair and Vice-Chair went to the bank to transfer the Public Library Operating Grant (PLOG) over to the Town's account
- The Board Chair thanked the Board, and included a special thank you to L. Johnstone for organizing the holiday baking for staff

### 3. Friends of the Library Update (R. Beechey)

- The Friends' first meeting of the New Year will be held on January 20
- The Friends are looking for volunteers to join their efforts

### 4. OLS Board Assembly Meeting (M. Calzavara)

- The OLS Board Assembly meeting was held in November

- There was some great round table discussions with Board members
  - Highlights include a session on policy and policy development.
  
- A FOPL update was provided –
  - Went through cabinet shuffles that have happened. ]
  - Working towards 2025 budget submission for February and what is within the budget which includes: the Ontario Digital Library
  
- A reminder of the training videos that are available through OLS – the Winter 2025 bulletin should be posted soon.

**GLB-2024-111**

Moved By Nancy Rodrigues

Seconded By Alicia Braund

That items # 12.1, 12.2, 12.3, and 12.4 - Verbal Communications be accepted as presented.

**Carried**

**13. OLD BUSINESS**

None

**14. NEW BUSINESS**

1. GPL Strategic Plan Goals Draft Report
2. 2023 Year in Review Document

**GLB-2024-112**

Moved By Nancy Rodrigues

Seconded By Naomi Davison

That the 2023 Year in Review document be adopted as presented.

**Carried**

**15. OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN**

None.

**16. CLOSED SESSION**

None.

**17. NEXT MEETING DATE/TIME**

January 16, 2025

**18. MOTION TO ADJOURN**

**GLB-2024-112**

Moved By Kathy Coates

Seconded By Rita Beechey

That the December 19, 2024 Board meeting adjourn at 5:22pm.

**Carried**

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Bobbi Sabatini, Chair

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Serena Hamlyn, Executive Assistant to the Library Director/CEO



## JOINT BRANCH REPORT - December 2024

Submitted by: Amy Butcher - Manager, Library Community Engagement  
Becky George - Manager, Library eServices  
Karolina Roussakis – Manager, Library Collections

### COMMUNITY CONNECTIONS

- On Thursday, December 5, 21 youth from a local Embers (Girl Guides) group visited the Maker Space to learn about what they can create in that space. The girls had an opportunity to make buttons and experiment with our 3D pens. After the program, the group leader sent us an email thanking Tyler for a wonderful evening and letting us know that “the girls had a great time last night.”
- On Friday, December 6, Rachael and Tyler hosted a Keswick Community High School class at Discovery Branch and in the Maker Space. The group received a tour of the Maker Space, made a craft, and enjoyed a Family Storytime.
- On Thursday, December 19, Jennifer attended Jersey Public School’s Winter Concert. At this event, she spoke with 75 youth and adults about library programs and services.

### SPACES

- Nothing to report

### PEOPLE AND LEADERSHIP

- GPL welcomes Blythe to the team as our newest Casual Library Clerk in December

### COLLECTIONS AND PROGRAMS

- We had great turnout at our drop-in family holiday programs in December. 61 people attended Nutcracker Storytime on December 7 and 68 people attended Caroling with Connors Music on December 10.
- Teens had an opportunity to engage with their community, learn valuable skills, and earn volunteer hours at our Gift Walk event on December 14. They assisted children in selecting donated gifts for their family and friends. This program also helped situate the library as a sustainable organization as we were able to repurpose gently used items as holiday gifts. Over 50 children were able to select gifts for friends and family.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	27
December 3	Family Storytime	Sutton	18
December 3	Ready, Set, Kindergarten	Sutton	2
December 3	Homeschooling Hangout	Discovery-MS	25
December 4	Family Storytime	Keswick	27
December 4	Ukulele Circle	Keswick	48
December 5	Babytime	Keswick	18
December 5	Ready, Set, Kindergarten	Keswick	4
December 5	Embers visit the Maker Space	Discovery-MS	21
December 6	KHS Community Class visit	Discovery-MS	17
December 7	Nutcracker Storytime	Keswick	61
December 14	Gift Walk	Keswick	50
December 19	Jersey P.S Outreach	Jersey PS	75
December 7, 11, 18, 21	Maker Space Pop in	Discovery-MS	32
December 4	Glass Etching for Adults	Discovery-MS	7
December 11	Cricut Card making for Adults	Discovery-MS	3
December 3	Pefferlaw Book Club	Pefferlaw	12
December 3	Sutton Book Club	Sutton	7
December 18	Discovery Book Club	Discovery	4
December 3, 5, 10, 12, 17, 19	Hooks and Needles Corner	Keswick	42

<b>December 12</b>	Pins and Needles	Sutton	12
<b>Dec 5, 19</b>	Welcome Centre Immigrant Services	Keswick	8
<b>December 3, 10</b>	All Babies Count- Prenatal Nutrition Program	Discovery	10
<b>Dec 3, 18</b>	English Conversation Circle for Newcomers	Keswick	12
<b>December 10</b>	Caroling with Connors Music	Keswick	68
<b>December 11</b>	Holiday Trivia with Hospice Georgina	Hospice Georgina	10
<b>December 17</b>	Make a Holiday Watercolour Greeting Card	Sutton	9
	All recorded videos, re-watched in December		0
<b>TOTAL</b>			<b>510</b>

## TECHNOLOGY

- Public and staff computer hardware cycling for 2024 was completed in conjunction with Town of Georgina IT staff.

# Georgina Public Library Circulation & Active User Statistics

## 2024

Date	Keswick	Sutton	Pefferlaw	Discovery	E-Books	Total	Active Members	Notes
January	10,795	6,170	1,198		7,309	25,472	9,199	
February	9,530	5,741	1,166		6,883	23,320	9,073	
March	9,278	5,686	1,215	3,324	7,458	26,961	8,906	
April	8,495	5,868	1,283	3,008	7,201	25,855	9,708	
May	7,671	5,849	1,126	2,416	7,400	24,462	9,490	
June	7,638	3,691	1,283	2,269	6,991	21,872	8,827	
July	10,701	5,386	1,393	2,859	7,253	27,592	9,775	
August	10,281	4,992	1,526	2,784	7,281	26,864	9,476	
September	8,574	4,664	1,277	2,389	7,208	24,112	8,999	
October	8,727	6,640	1,052	2,120	7,431	25,970	9,582	
November	8,032	6,400	1,157	2,484	7,183	25,256	9,371	
December	6,497	4,357	1,052	1,508	7,046	20,460	9,141	
<b>TOTALS</b>	<b>106,219</b>	<b>65,444</b>	<b>14,728</b>	<b>25,161</b>	<b>86,644</b>	<b>298,196</b>		
<b>Averages</b>	<b>8,852</b>	<b>5,454</b>	<b>1,227</b>	<b>2,516</b>	<b>7,220</b>	<b>24,850</b>	<b>9,296</b>	

\* An Active Member is a person whose library card is not expired or due to expire leading up to the date specified

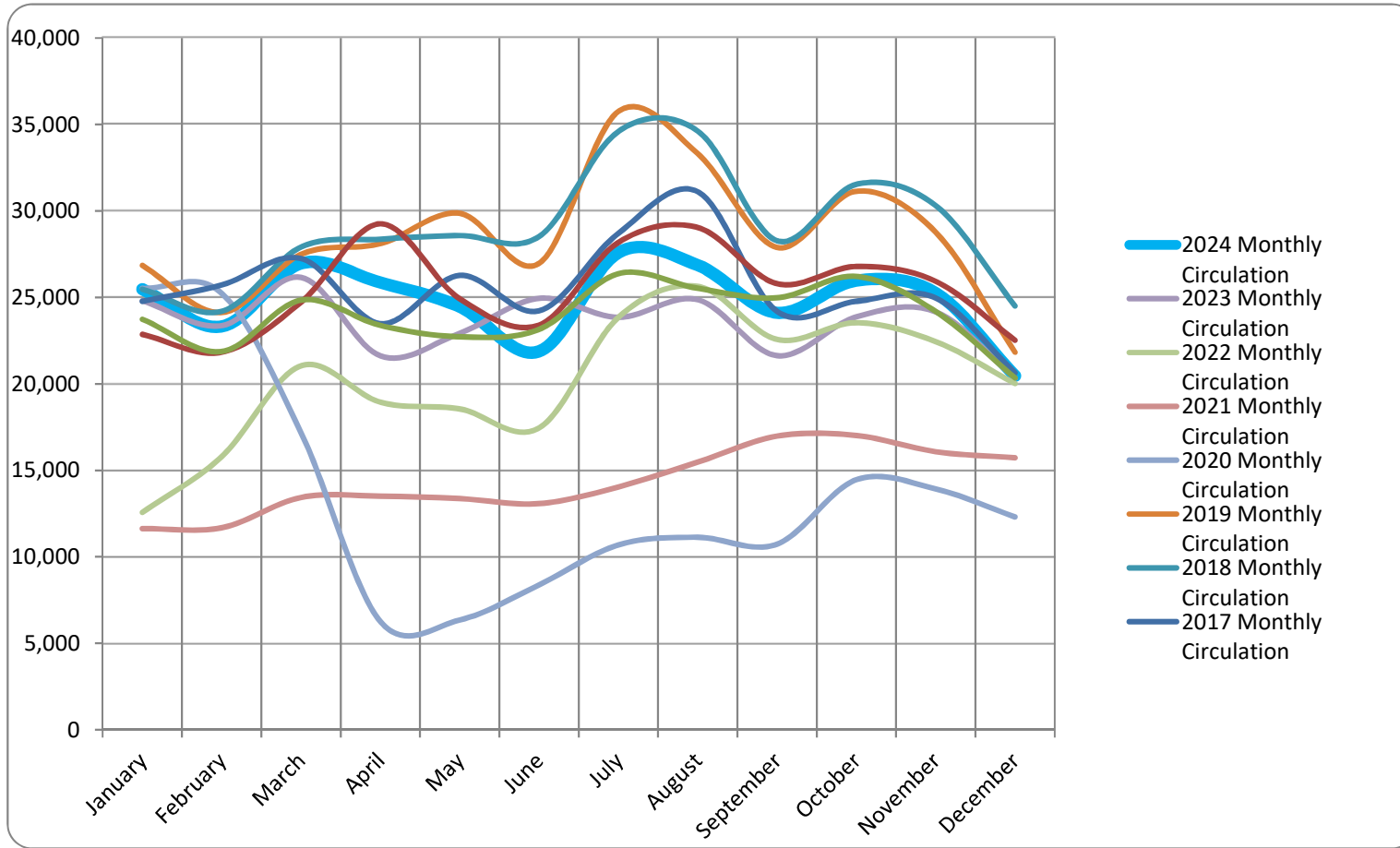
## 2023

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	11,076	6,067	1,071	6,590	24,804	10,166	
February	10,198	5,960	1,178	6,029	23,365	10,125	
March	12,352	6,557	1,125	6,126	26,160	10,135	
April	9,968	4,981	917	5,754	21,620	10,088	
May	9,877	6,029	941	6,079	22,926	10,102	
June	10,210	7,941	922	5,873	24,946	10,083	
July	11,277	5,063	1,447	6,057	23,844	10,010	
August	12,181	5,308	1,210	6,169	24,868	9,901	
September	9,636	4,478	939	6,578	21,631	9,920	
October	9,452	6,670	936	6,814	23,872	9,925	
November	9,111	7,169	1,046	6,839	24,165	9,887	
December	7,985	5,066	912	6,364	20,327	9,897	
<b>TOTALS</b>	<b>123,323</b>	<b>71,289</b>	<b>12,644</b>	<b>75,272</b>	<b>282,528</b>		
<b>Averages</b>	<b>10,277</b>	<b>5,941</b>	<b>1,054</b>	<b>6,273</b>	<b>23,544</b>	<b>10,020</b>	

## 2022

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	3,448	2,284	620	6,212	12,564	11,293	curbside only for 3 weeks of January
February	6,413	3,314	749	5,318	15,794	11,360	extended hours effective Feb 19
March	8,852	4,983	1,091	6,120	21,046	11,532	
April	7,582	4,570	989	5,797	18,938	11,674	
May	6,733	5,278	758	5,785	18,554	11,792	
June	6,492	4,407	915	5,636	17,450	11,955	returned to full hours effective June 25
July	11,867	4,854	1,294	5,830	23,845	12,219	
August	12,887	4,929	1,567	6,257	25,640	12,443	
September	10,936	4,529	1,213	5,891	22,569	12,291	
October	9,674	6,799	1,010	6,053	23,536	10,210	resumed school visits in Sutton
November	9,246	6,236	1,202	5,760	22,444	10,125	
December	8,385	4,953	1,517	5,162	20,017	10,045	
<b>TOTALS</b>	<b>102,515</b>	<b>57,136</b>	<b>12,925</b>	<b>69,821</b>	<b>242,397</b>		
<b>Averages</b>	<b>8,543</b>	<b>4,761</b>	<b>1,077</b>	<b>5,818</b>	<b>20,200</b>	<b>11,412</b>	

# 2017 - 24 Annual Total Circulation By Month Comparison



January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,795	6,220	16	131	1,252		1,229	19,627	
Pefferlaw	1,198	994	1	5	202		136	2,535	
Sutton	6,170	4,718	8	53	370		102	11,413	
Discovery	0	0	0	0	0		0	0	
CYS			38	863	646			1,509	
eBranch	7,309	20,055	105	488		57,220		85,072	
<b>Total</b>	<b>25,472</b>	<b>31,987</b>	<b>168</b>	<b>1,540</b>	<b>2,470</b>	<b>57,220</b>	<b>1,467</b>	<b>120,156</b>	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,530	6,595	18	168	1,216		473	17,982	
Pefferlaw	1,166	927	2	21	146		62	2,322	
Sutton	5,741	4,942	6	37	347		93	11,160	
Discovery	0	0	0	0	0		0	0	
CYS			43	876	649			1,525	
eBranch	6,883	22,293	43	189		47,252		76,617	
<b>Total</b>	<b>23,320</b>	<b>34,757</b>	<b>112</b>	<b>1,291</b>	<b>2,358</b>	<b>47,252</b>	<b>628</b>	<b>109,606</b>	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,278	5,883	14	129	1,567		623	17,480	
Pefferlaw	1,215	959	3	271	172		17	2,634	
Sutton	5,686	4,349	5	3	336		22	10,396	
Discovery	3,624	7,839	10	2,556	1,241		0	15,260	
CYS			13	575	453			1,028	
eBranch	7,458	32,016	64	216		56,327		96,017	
<b>Total</b>	<b>27,261</b>	<b>51,046</b>	<b>109</b>	<b>3,750</b>	<b>3,769</b>	<b>56,327</b>	<b>662</b>	<b>142,815</b>	

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	8,495	6,556	17	711	1,118		505	17,385
Pefferlaw	1,283	1,078	4	42	175		115	2,693
Sutton	5,868	5,493	7	54	352		67	11,834
Discovery	3,008	7,573	7	45	1,625		0	12,251
CYS			53	895	483			1,378
eBranch	7,201	18,415	58	181		50,015		75,812
<b>Total</b>	<b>25,855</b>	<b>39,115</b>	<b>146</b>	<b>1,928</b>	<b>3,753</b>	<b>50,015</b>	<b>687</b>	<b>121,353</b>

Notes

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	7,671	4,411	15	138	1,021		513	13,754
Pefferlaw	1,126	1,053	1	11	177		70	2,437
Sutton	5,849	4,992	7	57	368		76	11,342
Discovery	2,416	5,652	4	42	1,502		0	9,612
CYS			40	1,199	404			1,603
eBranch	7,400	22,218	51	265		49,377		79,260
<b>Total</b>	<b>24,462</b>	<b>38,326</b>	<b>118</b>	<b>1,712</b>	<b>3,472</b>	<b>49,377</b>	<b>659</b>	<b>118,008</b>

Notes

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	7,638	4,611	15	169	994		537	13,949
Pefferlaw	1,283	1,088	1	11	201		104	2,687
Sutton	3,691	3,999	10	165	424		109	8,388
Discovery	2,269	4,718	3	16	1,400		0	8,403
CYS			11	571	412			983
eBranch	6,991	27,022	69	273		49,358		83,644
<b>Total</b>	<b>21,872</b>	<b>41,438</b>	<b>109</b>	<b>1,205</b>	<b>3,431</b>	<b>49,358</b>	<b>750</b>	<b>118,054</b>

Notes



July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	10,701	4,915	21	578	908		1,097	18,199
Pefferlaw	1,393	1,454	1	4	244		98	3,193
Sutton	5,386	3,516	5	27	408		75	9,412
Discovery	2,859	6,105	4	29	1,673		0	10,666
CYS			63	1,430	483			1,913
eBranch	7,253	41,000	81	403		57,122		105,778
<b>Total</b>	<b>27,592</b>	<b>56,990</b>	<b>175</b>	<b>2,471</b>	<b>3,716</b>	<b>57,122</b>	<b>1,270</b>	<b>149,161</b>

Notes

August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	10,281	4,400	19	657	935		798	17,071
Pefferlaw	1,526	1,147	1	4	208		38	2,923
Sutton	4,992	2,327	44	30	313		26	7,688
Discovery	2,784	5,149	1	6	1,743		0	9,682
CYS			40	1,131	408			1,539
eBranch	7,281	23,793	61	208		42,257		73,539
<b>Total</b>	<b>26,864</b>	<b>36,816</b>	<b>166</b>	<b>2,036</b>	<b>3,607</b>	<b>42,257</b>	<b>862</b>	<b>112,442</b>

Notes

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	8,574	5,279	18	222	1,034		421	15,530
Pefferlaw	1,277	1,518	3	59	185		7	3,046
Sutton	4,664	3,792	7	376	380		37	9,249
Discovery	2,389	5,077	13	65	1,531		0	9,062
CYS			42	542	336			878
eBranch	7,208	21,679	68	278		49,296		78,461
<b>Total</b>	<b>24,112</b>	<b>37,345</b>	<b>151</b>	<b>1,542</b>	<b>3,466</b>	<b>49,296</b>	<b>465</b>	<b>116,226</b>

Notes

October

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,727	4,854	18	138	1,134		669	15,522	
Pefferlaw	1,052	941	2	17	159		78	2,247	
Sutton	6,640	4,840	3	81	373		76	12,010	
Discovery	2,120	3,018	17	343	2,064		0	7,545	
CYS			52	830	301			1,131	
eBranch	7,431	24,274	116	432		48,324		80,461	
<b>Total</b>	<b>25,970</b>	<b>37,927</b>	<b>208</b>	<b>1,841</b>	<b>4,031</b>	<b>48,324</b>	<b>823</b>	<b>118,916</b>	

November

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,032	5,163	14	126	1,156		561	15,038	
Pefferlaw	1,157	1,139	1	11	161		111	2,579	
Sutton	6,400	5,827	4	50	357		46	12,680	
Discovery	2,484	3,143	16	101	2,215		0	7,943	
CYS			51	937	295			1,232	
eBranch	7,183	19,598	82	374		47,422		74,577	
<b>Total</b>	<b>25,256</b>	<b>34,870</b>	<b>168</b>	<b>1,599</b>	<b>4,184</b>	<b>47,422</b>	<b>718</b>	<b>114,049</b>	

December

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	6,497	4,928	10	130	987		675	13,217	
Pefferlaw	1,052	1,003	1	12	167		59	2,293	
Sutton	4,357	5,132	4	38	294		32	9,853	
Discovery	1,508	3,719	9	56	1,966		0	7,249	
CYS			11	366	132			498	
eBranch	7,046	17,255	31	88		43,398		67,787	
<b>Total</b>	<b>20,460</b>	<b>32,037</b>	<b>66</b>	<b>690</b>	<b>3,546</b>	<b>43,398</b>	<b>766</b>	<b>100,897</b>	

2024 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	106,219	63,815	195	3,297	13,322		8,101	<b>194,754</b>
Pefferlaw	14,728	13,301	21	468	2,197		895	<b>31,589</b>
Sutton	65,444	53,927	110	971	4,322		761	<b>125,425</b>
Discovery	25,461	51,993	84	3,259	16,960		0	<b>97,673</b>
CYS			457	10,215	5,002			<b>15,217</b>
eBranch	86,644	289,618	829	3,395		597,368		<b>977,025</b>
<b>Total</b>	<b>298,496</b>	<b>472,654</b>	<b>1,696</b>	<b>21,605</b>	<b>41,803</b>	<b>597,368</b>	<b>9,757</b>	<b>1,441,683</b>



# 2024 Work Plan – December Update

## Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
2023 Year in Review	CEO	Q3	Q4	Complete	
Sutton Multi-Use Transfer and Operating Agreement	CEO	Q1-2019	2025?	In Progress	Legal agreement for the Sutton Multi-Use Building between the School Boards, Town, and Library. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.
Library & School Boards Agreement on Sutton Branch	CEO	Q1-2019	2025?	In Progress	Transfer and Operating Agreement take precedent. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.

## Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	CEO	Q1	Q1-2024	Complete	Open to public as of March 2, 2024
Direct Mail Campaign	Amy Butcher	Q4	Q1-2025		
Technology Equipment Upgrades for Service Desks	Becky George	Q4	Q1-2025		
Inclusivity, Diversity, Equity, Accessibility (IDEA) Strategy	CEO	Q2	Q4	Complete	In partnership with Town HR
Keswick Alcove renovation	CEO	Q2-2022	Q1-2024	Complete	
Security gates-PE & KE	Becky George (Cust. Exp Mgr./ Karolina Roussakis)	Q2-2023	Q4-2024	Complete	Install for Pefferlaw Branch completed Oct 28, Keswick completed November 5.

## Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Redistribution of CYSA staff hours	Amy Butcher	Q1	Q1	Complete	One PPT position converted to PFT as of Jan 6.
eServices Technician increase in hours	Becky George	Q1	Q1	Complete	Eservices Tech. hours increase to avg. 24/week as of Jan 6.
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	Position's last day was in August. Not approved for grant(s).

## Georgina Public Library

### Financial Statement - December 2024

Date: January 2, 2025

	2024 Actuals	2024 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	3,353,540.00	3,353,540	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	-	9,240	9,240	0%	100%	
School Board Revenue	63,830	63,830	-	100%	100%	Pro-rated
Donations	3,785	2,100	(1,685)	180%	100%	
Fines	3,256	8,400	5,144	39%	100%	
Misc Fees	702	3,100	2,398	23%	100%	Exam Proctoring, etc
Photocopying Fees	7,498	8,700	1,202	86%	100%	
Program Registrations	1,662	4,200	2,538	40%	100%	
Book Sale	809	2,400	1,591	34%	100%	
Room Rentals	2,865	6,100	3,235	47%	100%	
Provision from Reserve	10,000	10,000	-	100%	100%	Pro-rated
<b>Total Revenues</b>	<b>3,510,547</b>	<b>3,534,210</b>	<b>23,663</b>	<b>99%</b>	<b>100%</b>	
<b>Expenses</b>						
Salaries & Benefits	2,645,577	2,603,870	(41,707)	102%	100%	
Library Board	2,160	4,800	2,640	45%	100%	Projected
Library Operations	254,834	454,090	199,256	56%	100%	Utilities, cleaning, courier, supplies, etc.
Training	6,888	23,300	16,412	30%	100%	
Collections	184,921	234,420	49,499	79%	100%	
Telecommunications	20,626	36,940	16,314	56%	100%	
Covid-19 Expenses	-	-	-	N/A	N/A	No allotted budget
Misc	3,987	5,900	1,913	68%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
<b>Total Expenses</b>	<b>3,289,883</b>	<b>3,534,210</b>	<b>244,327</b>	<b>93%</b>	<b>100%</b>	
<b>Net</b>	<b>220,663</b>	<b>-</b>	<b>(220,663)</b>			

[https://www.yorkregion.com/news/no-library-branch-no-problem-richmond-hill-kiosks-will-bring-books-to-these-community-centres/article\\_89d525d0-9122-550b-b1be-b0581c90ba5a.html](https://www.yorkregion.com/news/no-library-branch-no-problem-richmond-hill-kiosks-will-bring-books-to-these-community-centres/article_89d525d0-9122-550b-b1be-b0581c90ba5a.html)

NEWS

## No library branch? No problem. Richmond Hill kiosks will bring books to these community centres in 2025

On the Go machines let library users browse, borrow and make returns.



By **Mike Adler** Richmond Hill Liberal

Jan 3, 2025



Richmond Hill Public Library is installing kiosks for returning and borrowing books at a pair of community centres in 2025. Courtesy Richmond Hill Public Library

Live in Richmond Hill, but not near a public library? The library in 2025 may move itself closer to you.

Two On the Go “Library Express Kiosks” are soon to take up residence in city neighbourhoods without a branch library of their own.

It’s the latest step in service improvement for the Richmond Hill Public Library, which in 2024 introduced a collected “Library of Things” – a Pickleball set, for instance, or a birdwatching kit or a Bundt Cake pan – that can be borrowed like its books can.

On the Go kiosks, sort of like vending machines for library books, will stand inside Ed Sackfield Arena and Fitness Centre and at Elgin West Community Centre, ready to give busy residents a place to get “your next great read” after a workout or while taking children to swimming lessons, the library said.

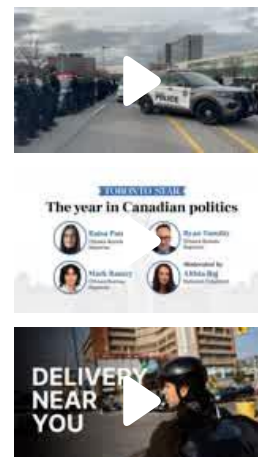
Though not staffed, the machines should give library users the same chance to browse and borrow books, pick up holds made in its online catalogue and make returns.

**ARTICLE CONTINUES BELOW**





PLAYING



It may take a week for someone’s account to show returns made at the machine, the library said on its website.

At Ed Sackfield, 311 Valleymede Dr., the kiosk will be near the first arena’s original entrance. In Elgin West, 11099 Bathurst St., the machine will be to the right of the reception desk.

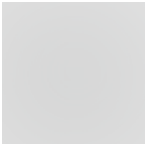
In a Nov. 25 budget presentation to councillors, RHPL CEO Bruce Gorman said in his previous job with the Aurora library system, he was working on getting the kiosks installed at local GO stations.

“I think that would really be a neat place for them, too,” he said.

To use the kiosk, scan your library card below the screen with the bar code facing up, or tap “start” to enter your library card number on the screen.

After using the handle to open the door and access your items, close the door and wait while the machine checks for borrowed and returned items, then take your card and receipt from the machine, the library said.

## Related Stories

 Richmond Hill Public Library leads way with bird-saving retrofits as new design requirements take flight

 Mike Adler is a reporter for YorkRegion.com. Reach him at [madler@metroland.com](mailto:madler@metroland.com)

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JOURNALISTIC STANDARDS

ABOUT US

## GPL 2025 Goals

As part of Georgina Public Library’s commitment to fostering an informed, engaged, and inclusive community, our 2025 organizational goals are designed to bring the Strategic Plan to life. These goals directly support the three pillars of the 2023–2027 Strategic Plan: Inclusive & Responsive, Green & Innovative, and Empowering & Connecting. They represent our roadmap for growth and innovation, ensuring that GPL remains a welcoming and dynamic hub for all.

The 2025 goals will guide our programs, services, and operations throughout the year, reinforcing our mission to provide spaces for growth, discovery, and connection. Regular updates will be shared with the Board of Directors, tracking progress, celebrating milestones, and addressing challenges as they arise. By integrating these updates into our consent agenda, we aim to maintain transparency and accountability while fostering a collaborative approach to achieving our vision.

This living document will evolve as new opportunities and priorities emerge, ensuring that our initiatives remain aligned with the strategic themes and the needs of our community. Together, we will continue to strengthen the connection between our library and the people it serves.

### Theme #1: Inclusive & Responsive

*Maintain welcoming, inclusive, and growth-oriented spaces and environments for our community.*

1.1 Establish an Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee	Updates	Department	Status	Timeline
Form a committee to develop and oversee IDEA-focused initiatives.		Community Engagement	Not Started	Jul-25
Establish a quarterly meeting schedule and regular reporting to GPL leadership.		Community Engagement	Not Started	Sep-25
Conduct a system-wide accessibility audit; prioritize recommendations and implement actions within budget constraints.		Community Engagement	Not Started	Oct-25

<b>NEW</b> Develop a display policy that accommodates festive branch decorations and recognizes religious and cultural occasions, ensuring inclusivity and respect for the diverse traditions within our community.	> Large topic of discussion during the 2024 holiday season between staff and customers. A formal policy is required.	CEO	Progressing	Oct-25
Evaluate collections at GPL to verify that we meet DEI standards that represent and meet the needs of our community.		Collections	Not Started	Dec-25
<b>1.2 Analyze Community Needs and Priorities</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>
Integrate GPL-specific questions into the Town of Georgina's Customer Satisfaction Survey.	> Questions completed; Survey which is being distributed by the town is on hold due to Canada post Strike	CEO	Progressing	Jan-25
Share survey findings with staff and the Board to foster transparency and collaboration.		eServices	Not Started	Jun-25

## Theme #2: Green & Innovative

*Grow with our community: sustainably, innovatively, and technologically.*

<b>2.1 Expand Technology Literacy</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>
Complete the 2025 capital project to introduce a set of learning laptops for use by GPL staff and customers.		eServices	Not Started	Mar-25
Pending the purchase of the learning laptops, create a set of technology-focused programs and workshops to help residents effectively utilize library resources.	> 1st Tech program planned for Sutton; will leverage as focus group to gain insights to what to offer in H2	Community Engagement	Progressing	Sep-25
Maximize community engagement with the Makerspace within current resource limits by enhancing targeted programs, educating the public on available equipment, utilizing the space for less technical programming, and gathering data to support future resource needs.		Community Engagement	Not Started	Aug-25
<b>2.2 Introduce Green Programming</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>

Develop and launch library programs focused on sustainability, environmental stewardship, and green initiatives.	<ul style="list-style-type: none"> <li>&gt; NewMakelt Partnership (Newmarket group)--doing a workshop in spring; including build a bird house</li> <li>&gt; Gwynne Dyer - Climate Change Talk (At Stephen Leacock Theatre)</li> <li>&gt; 2 facilitated community swaps in Spring - coats and boots</li> <li>&gt; Scrapbooking Recycling Program</li> <li>&gt; Recycling material from maker space</li> </ul>	Community Engagement	Progressing	May-25
<b>2.3 Introduce New Staff Technology</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>
Complete the 2024 capital project to install new technology at service desks across all branches.		eServices	Not Started	Sep-25

### Theme #3: Empower & Connect

*Empower and support our staff, board, and library to best serve and connect with our community.*

<b>3.1 Strengthen Staff Development</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>
Develop and implement a formal onboarding plan and checklist for all new GPL team members.		Customer Experience	Not Started	Jul-25
Allocate and schedule the dedicated 10 hours within the CUPE agreement for onboarding activities.		Customer Experience	Not Started	Jul-25
Collaborate with departments to identify and provide specialized training for Library Assistants (LA) specialist roles.		Collections	Not Started	Oct-25
Begin Collective Bargaining with 905.13		CEO	Not Started	TBD
<b>3.2 Support Library Board Governance</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>
Create and regularly update the Board on GPL's 2025 goals, ensuring alignment with the Strategic Plan.	<ul style="list-style-type: none"> <li>&gt; This current form</li> <li>&gt; December board meeting for feedback; January Board Meeting for approval; February Board meeting for routine execution</li> </ul>	CEO	Progressing	Feb-25

Invite the Clerks department to attend board meetings and provide an assessment of governance structure and recommendations.	> Clerks attended November Board meeting > Clerks Attending January, 2025 meeting	CEO	Progressing	Feb-25
Coordinate additional governance training and resources for the Board, facilitated by the Clerks department.	> Aiming to schedule training sessions for early 2025	CEO	Progressing	Feb-25
Revise and update the board package based on feedback from the Clerks department and incorporate the new Strategic Plan.	> Updated elements of the Board By-Laws on the agenda for January's Board meeting	CEO	Progressing	Feb-25
<b>3.3 Enhance Community Engagement</b>	<b>Updates</b>	<b>Department</b>	<b>Status</b>	<b>Timeline</b>
Develop a 2025 major communications calendar to align messaging across online platforms, branches, and displays.		eServices	Not Started	May-25
Execute a direct mail campaign as part of the 2024 capital project to drive awareness of library branches and services.		eServices	Not Started	May-25
Complete the Google Ad-Grant application and begin utilizing non-profit benefits from Google.		eServices	Not Started	Aug-25
Conduct a comprehensive review of the library's communication strategy, detailing the purpose and usage of each communication channel moving forward.		eServices	Not Started	May-25

## **Policy Title: Board Structure Bylaws**

### ***COMPOSITION OF BOARD MEMBERS***

The Georgina Public Library Board (hereafter referred to as the Board), as per Part I Sections 9 and 10 of the Public Libraries Act R.S.O. 1990, Chapter P.44 (hereinafter referred to as “the Act”) will be composed of at least five members appointed by the municipal council. The maximum number of municipal council members appointed to the Board will be one less than a majority of the Board.

### ***TERM OF OFFICE***

As per Section 10(3) of the Act, a Board member will hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed, and may be reappointed for one or more further terms.

### ***RESIGNATION***

A Board member who must resign before the end of a term of office will inform the Board Chairperson, CEO/Director of Library Services, Executive Assistant to the CEO/Director of Library Services (“Recording Secretary”) and the Board in writing, specifying the effective date of resignation.

### ***VACANCIES***

Where a vacancy arises in the Board membership, and the Board requests it, the appointing municipal council will promptly appoint a person to fill the vacancy and hold office for the unexpired term except where the unexpired term is less than forty-five (45) days. Municipal council may accept the recommendation of the Board as to a suitable candidate.

**Georgina Public Library Board  
Policies and Procedures Manual  
DUTIES AND RESPONSIBILITIES**

***DUTIES AND RESPONSIBILITIES OF THE BOARD***

- 1) Strive to provide a comprehensive and efficient public library service that reflects the community's unique needs (from the Act)
- 2) Attend and participate in all Regular and Special Board meetings
- 3) Employ a qualified and competent Chief Executive Officer (CEO)/Director of Library Services
- 4) Working with the Town's HR Department, and the CEO/Director of Library Services, review and approve as appropriate collective bargaining agreements as required
- 5) In consultation with the rest of the Board, the CEO/Director of Library Services, and the public, conduct a Strategic Plan review and formulate a new Strategic Plan every five (5) years
- 6) Determine and adopt written policies to govern the operation and services of the Library
- 7) Determine the Library's purposes and secure adequate funds to carry on the Library's services
- 8) Assist in the preparation of the annual budget; officially adopt budget; prepare a budget presentation to municipal council; and attend municipal council and committee meetings to present the budget as required
- 9) Regularly evaluate the Library's performance, considering budget with relation to service rendered, library use, personnel, and public relations
- 10) Explore and determine methods of increasing the Library's revenues
- 11) Know the Library's services and needs in relation to the community and be aware of standards and library trends
- 12) In alignment with the communications efforts of the Town, support and participate in a planned public relations program
- 13) Be aware of local and provincial laws affecting libraries
- 14) Ensure complete and accurate records are kept by the Library
- 15) As approved and budgeted for, attend provincial and national trustee meetings and workshops and affiliate with appropriate professional organizations
- 16) Through a Year in Review document, report annually to the municipal council and general public on the operations of the library system
- 17) Make an annual report to the Ministry, and make any other reports or provide any other information required by the Act and Regulations, or requested by the Ministry from time to time
- 18) Ensure a full financial audit, pursuant to the requirements of the Act, and in accordance with municipal policies and procedures, is conducted every year;

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that the results of said audit are published and presented to the Board, and upon receipt and approval of the Board, be provided to the Town and Municipal Council for inclusion in the consolidated financial reports of the Town

- 19) Provide input to the CEO/Director of Library Services if 10% or more of actively-employed staff are to be simultaneously placed on leave or dismissed or laid off (permanently or temporarily)

***DUTIES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON***

- 1) The role of the Board Chairperson is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the Act and the municipality's prescribed rules of procedure and any amendments duly adopted by the Board
- 2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation
- 3) Presides at Regular and Special Board meetings
- 4) Conducts Board meetings in accordance with the Act and other relevant legislation, and within the rules of procedure adopted by the Board
- 5) In the absence of specific authority, will not commit the Board to any course of action
- 6) Serves as ex-officio member of all Board working groups
- 7) Acts as one of the authorized signing officers for all appropriate documents pertaining to Board business
- 8) Represents the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting, or completing Board business
- 9) Determines working groups' responsibilities and establishes working group membership
- 10) Ensures that vacancies on Board working groups are filled expeditiously
- 11) If, for any reason, the Chairperson is temporarily unable to perform these functions, the Chairperson shall advise the Vice-Chairperson, the CEO/Director of Library Services, and the Recording Secretary

***DUTIES AND RESPONSIBILITIES OF THE BOARD VICE-CHAIRPERSON***

- 1) In the absence of the Chairperson, will be vested with all the powers and will perform all the duties of the Chairperson
- 2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation



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- 3) Will possess, and may exercise, such other powers and duties as may, from time to time, be assigned by the Board
- 4) Acts as one of the authorized signing officers for all documents pertaining to Board business

***DUTIES AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER  
(CEO)/Director of Library Services***

- 1) Has full responsibility for administering the Library within the framework of provincial laws and regulations, and the policies, budgets, Strategic Plan, and goals set by the Board
- 2) Is legally responsible to the Board
- 3) Advises and recommends to the Board plans, policies, and procedures to ensure the goals and objectives meet the needs of the community for Library facilities and services
- 4) Plans, organizes, directs, and evaluates Library programs and services and allocates resources to ensure the effective and efficient operation of the Library system
- 5) Administers Library policies as adopted by the Board, develops procedures for implementing policies, and communicates policies and directives as required
- 6) Directs the Library's personnel function; establishes and maintains personnel practices; is responsible for hiring, training, development, performance appraisal, job evaluation, salary administration, discipline, and dismissal of staff at all levels. If 10% or more of actively-employed staff are to be simultaneously placed on leave or dismissed or laid off (permanently or temporarily), the Library Board will be given the opportunity for input. These activities will be conducted and align with established Town HR policies and procedures
- 7) Ensures that the Board's practices and policies are in accordance with human rights legislation and other relevant legislation, including the Municipal Act, the Labour Relations Act, and the Employment Standards Act
- 8) In co-operation with the Town's HR Department, negotiates collective agreements, handles all grievances, and keeps the Board informed as to their status and disposition
- 9) Recommends compensation levels and salary administration policies to the Board; negotiates working conditions for staff in alignment with the collective bargaining agreement in force at the time, and the municipality's governing policies and procedures
- 10) May work with the Town Treasurer in the performance of the duties of Treasurer to the Board in accordance with the Act; serves as one of the authorized signing officers; directs the financial administration of the Library to ensure cost effectiveness of the Library's services and operations

## **Georgina Public Library Board Policies and Procedures Manual**

- 11) Ensures that records concerning financing, personnel, inventory, and insurance are accurate and complete
- 12) Controls the operation and maintenance of the Library's buildings and capital equipment
- 13) Prepares the preliminary annual budget in conjunction with the Board, Municipal Council, and the Town's Treasury and Administration Departments based upon present and anticipated needs; participates in the budget presentation to municipal council, supplying facts and figures, analysis, and comment as required
- 14) Administers the Library's annual operating and capital budgets and ensures the Town's Treasury Department provides the Board with monthly statements and other financial reports and analyses as required
- 15) Has full oversight for selecting and ordering all books and other library materials and services, and planning and delivering all services offered by the system
- 16) Makes applications for, and administers, special grants
- 17) Works with the Executive Assistant to the CEO/Director of Library Services in the performance of the duties of Secretary to the Board in accordance with the Act; provides background information to the Board and ensures the Board is well informed; prepares and issues meeting agendas, minutes, and correspondence; prepares monthly and other reports; prepares and forwards required statistical reports to the provincial government
- 18) Reports at each Board meeting and attends at all times, except when own performance or salary is to be discussed. At the discretion of the Board-Chair, the CEO may appoint a delegate to attend a Board meeting on their behalf.
- 19) Develops and maintains effective working relationships with Town of Georgina administration, appropriate provincial Ministry, and other relevant local and provincial agencies
- 20) Establishes and maintains contact with other library systems, professional associations, and community organizations
- 21) Actively participates in professional committees and represents the Library at workshops, seminars, and conferences
- 22) Is responsible for ensuring customer service is maintained at a level that meets or exceeds the Library's customer's expectations
- 23) Is responsible for and actively participates in public relations
- 24) Is aware of local and provincial trends/issues affecting libraries
- 25) Assists the Board to understand evolving community needs and to carry out formal assessment when required
- 26) Performs other related duties as required

**Georgina Public Library Board  
Policies and Procedures Manual**

**BOARD WORKING GROUPS**

- 1) The Board may appoint members to the following standing Board working groups at its discretion:
  - Art
  - Friends of the Library Liaison
  - Finance
  - Fundraising
  - Policy and Personnel
- 2) The Chairperson is an ex-officio member of all working groups
- 3) Working group meetings are called by the working group Chairperson or by a majority of working group members. Reasonable notice should be given to each working group member, specifying the meeting's purpose
- 4) Minutes of working group meetings will be approved at the next regular Board meeting and recommendations ratified by the Board
- 5) Working groups will operate within the guidelines established and approved by the Board. The guidelines may be amended on a 2/3 majority vote by the Board
- 6) Ad hoc working groups may be appointed, by motion at any Board meeting, to deal with special matters assigned by the Board. An ad hoc working group may have any number of members and the Board will name a Chairperson for each working group. Such working groups report to the Board and will be dissolved immediately upon making their final report to the Board
- 7) For the purposes of continuity on the SOLS Trustee Council #5, the Board appointee will be chosen with the understanding that the appointee will serve for at least two (2) years

**AGENDAS**

- 1) The Chairperson and CEO/Director of Library Services will be responsible for the preparation of the agenda in conjunction with the Recording Secretary. Any Board member wishing to place an item on the agenda may do so by making a request to the CEO/Director of Library Services at least ten (10) working days prior to the next Board meeting. The Secretary will make available for members the agenda and minutes of the last meeting(s) at least seven (7) days in advance of the next meeting.
- 2) The business of the Board will be placed on the agenda, typically in the following order:
  - Call to Order
  - First Nations Acknowledgement Statement
  - Roll Call
  - Introduction of addendum items
  - Approval of the agenda
  - Announcements

## Georgina Public Library Board Policies and Procedures Manual

Declarations of pecuniary interest  
Adoption of the minutes  
Delegations/Petitions  
Presentations  
Consent Agenda Items; statistics (quarterly), branch reports, GPL Goals document work plan update, financial statement, media scan  
Verbal Communications: includes CEO/Director of Library Services update, Board Chairperson update, Friends of the Library update, SOLS report (quarterly), Working Group updates, when required  
Old Business  
New Business  
~~Other Business for Which No Notice Has Been Given~~  
Closed Session, if required  
Time and date of next meeting  
Motion to adjourn

### MEETINGS AND CONDUCT OF MEETINGS

#### ***INAUGURAL MEETING OF THE BOARD***

The CEO/Director of Library Services shall call the first meeting of the newly-appointed Board as soon as practical upon receipt of the appointments from the Town Clerk. The CEO will preside and conduct the elections for the positions of Chairperson and Vice-Chairperson, in accordance with Meeting Procedures: Parliamentary Law and Rules of Order for the 21<sup>st</sup> Century by James Lochrie (Scarecrow Press, 2003) and the Municipal Act of Ontario. Once these elections have been completed, the newly elected Chairperson will assume the chair.

#### ***REGULAR MEETINGS***

Regular meetings will be held on the third Thursday of each month or at such other time as is decided at a previous meeting by a majority of members present. A minimum of seven (7) meetings per year is stipulated by the Act. The Secretary to the Board will publish a list of the regularly scheduled meetings for the year as soon as possible and distribute them to the members of the Board and ensure that the list is published on the Library website. The Board may alter the number of meetings, location of the meetings, and the times and the dates of meetings as it sees fit as long as the Board meets the minimum of seven (7) times during the year. Any change to meeting location, date and/or time will be posted on the Library website.

Any member unable to attend a Board meeting will inform the Chairperson, CEO, and Secretary at least three (3) hours prior to the meeting. Members of the Board who require a “leave of absence” should request the same, in writing to the Board. The Board is not obligated to acquiesce to all such requests; they will be handled as they

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arise with the Board making a decision that is in keeping with the best interests of the Library.

Failure to attend three (3) consecutive regular Board meetings may be followed by a request for the member's resignation, except in mitigating circumstances.

### ***SPECIAL MEETINGS***

The Chairperson or two-thirds of the Board members may call a Special Board meeting. Each member must be given at least forty-eight (48) hours' notice (except in the case of an emergency) in writing or by e-mail, specifying the purpose for which the meeting is called. No business shall be conducted at such meeting other than that specified in the notice. The CEO/Director of Library Services and Recording Secretary will ensure notification of any special meeting is published on the Library's and Town's websites as appropriate, along with the agenda for the meeting.

### ***OPEN AND CLOSED MEETINGS***

Board meetings are open to the public. By a simple majority vote, the Board may hold Closed Session meetings, but only to discuss personnel, labour relations or other employee relations, litigation, and property matters, or any other matter for which premature disclosure may adversely affect the Board's position or that is mandated by Provincial law or regulation.

### ***POSTPONEMENT OR CANCELLATION OF A MEETING***

If a meeting requires postponement or cancellation due to inclement weather, or another emergency situation that would prevent the Board members from attending a meeting, the Board Chairperson or designate, in consultation with the CEO/Director of Library Services or designate, will direct the CEO/Director of Library Services and/or Board Secretary to cancel or postpone that meeting by contacting as many Board members as they are able to reach. Notice of the cancellation will be posted on the Library website. Postponement shall not extend past the date of the next scheduled meeting unless extenuating circumstances continue, preventing the holding of the next scheduled meeting.

### ***MEETINGS VIA TELECOMMUNICATIONS***

The Board may, at the discretion of the Chairperson, hold a Regular, Special, or working group meeting via telecommunication devices that include, but are not limited to; audio, and/or video equipment. Board members participating in the meeting by telecommunication devices will be considered present under the bylaw.

Such meetings will be open to the public and instructions for public attendance and/or viewing will be posted on the Library's website with the agenda.

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**ORDER OF PROCEEDINGS**

- 1) The Board meeting will be called to order as soon after the hour fixed for a meeting as a quorum is present. A quorum is necessary for the transaction of Board business at a meeting. A quorum will consist of the presence of one half of the number of Board members rounded up to the next whole number
- 2) Where a quorum is not present within ~~fifteen~~<sup>7</sup>/~~thirty~~<sup>(30)</sup> ~~15~~ minutes after the hour fixed for a meeting, the recording secretary will record the names of the Board members present and the meeting will stand adjourned until a new meeting is called by the Chairperson, the next regularly scheduled meeting, or until a Special meeting is called
- 3) In the absence of the Chairperson, or if their office is vacant, or if they refuse to or is unable to act, the Vice-Chairperson will preside and will have all the powers and responsibilities of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, an acting Chairperson will be elected, for the current meeting only, by the members present at the meeting at which both the Chairperson and the Vice-Chairperson are absent. This acting Chairperson will have all the powers and duties of the Chairperson
- 4) The routine order of business for Regular Board meetings will be based on the written agenda. All business will be taken up in the routine order in which it stands, unless decided by agreement of a majority of members present

**CONDUCT OF PROCEEDINGS**

It shall be the Chairperson's duty to:

- 1) Open Board meetings by taking the chair and calling the meeting to order
- 2) Announce the business before the Board, in accordance with the agenda
- 3) Request members to declare any conflict of interest, as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50
- 4) Put to a vote all motions which are moved and seconded in the course of proceedings and to announce the results
- 5) Decline to put to a vote motions which infringe upon the rules of procedure
- 6) Restrain the members, when engaged in debate, within the rules of debate
- 7) Exclude any person from a meeting for improper conduct
- 8) Enforce, on all occasions, the observance of order and decorum among the members
- 9) Authenticate, by signature, when necessary, all by-laws, resolutions, correspondence, and minutes of the Board
- 10) Inform the Board, when necessary or when referred to for the purpose, on a point of order or usage

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- 11) Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things
- 12) Receive all messages and communications and announce them to the Board
- 13) Appoint members to working groups
- 14) Ensure that the Board's decisions are in conformity with the laws and procedures governing the Board's activities

No member will:

- 1) Disturb another member or the Board itself, by any disorderly deportment
- 2) Resist the Board's rules, or disobey the decision of the Chairperson or Board on questions of order or practice or upon the interpretations of the Board's rules of order
- 3) Speak until they have addressed themselves to the Chairperson
- 4) Return to the Board meeting after being ejected by the Chairperson for improper conduct, without making an apology and without the consent of the Board expressed by a majority vote of the members present, determined without debate

***RULES OF DEBATE***

In directing the course of debate, the Chairperson will:

- 1) Preserve order and decide questions of order
- 2) Designate the member who has the floor when two or more members wish to speak
- 3) State all motions presented verbally or require the recording secretary to read the motion before permitting debate on the question
- 4) Put the question to a vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board

In addressing the Board, no member will:

- 1) Speak beside the question in debate
- 2) Reflect upon any prior determination of the Board, except to conclude such remarks with a motion to rescind such determination
- 3) Interrupt the member who has the floor, except to raise a point of order
- 4) Speak more than once to the same question except upon the consideration of a report referred by a working group to the Board for a decision or in explanation of a statement which may have been interpreted incorrectly or with

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permission of the Chairperson, after all other members so desiring have spoken

- 5) Any member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member who is speaking
- 6) Every member present, when a question is put, will vote thereon, unless they have declared a conflict of interest; a member who refuses to vote will be deemed to vote in the affirmative

### ***MOTIONS***

- 1) A motion must be seconded before it can be debated, put to vote, or be recorded in the minutes. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board. A motion properly before the Board must receive disposition before any other motion can be received, except a motion to amend, adjourn, extend hour of proceedings, or on a matter of privilege
- 2) Only one motion to amend the main motion will be allowed. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some intermediate proceeding will have been completed by the Board
- 3) A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and, until the motion for reconsideration has received disposition, no further discussion of the question will be allowed
- 4) A motion containing different proposals may be divided, with Board agreement

### ***VOTING ON MOTIONS***

- 1) The Chairperson may vote with the other members upon all questions. The Chairperson will cast their vote after all members have voted
- 2) Any question on which there is an equality of votes, for and against, will be deemed to be a negative vote
- 3) Only working group members may move and second motions and vote in working group meetings. All Board members may participate in discussion of matters before a working group
- 4) A separate vote will be taken upon each proposal contained in a question divided with Board approval
- 5) Voting will normally be by a show of hands; however, upon the request of a member who was present when the question was stated, a recorded vote will be taken



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**CONFLICT OF INTEREST**

Pursuant to Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, where a member, either on their own behalf or while acting for, by, with, or through another, has any pecuniary interest, directly or indirectly, in any matter and is present at a Board meeting at which the matter is the subject of consideration, they will:

- 1) Disclose their interest and the general nature thereof, prior to any consideration of the matter at the meeting
- 2) Not take part in the discussion of, or vote on, any question in respect of the matter
- 3) Not attempt, in any way, before, during, or after the meeting, to influence voting on any such matter

***CONDUCT OF THE PUBLIC***

Members of the public attending a meeting will be courteous and will not engage in any behaviour that may be considered disruptive. All cell phones and electronic devices must be set to silent.

Members of the Public will not:

- Make any noise or disturbance that prevents Members from being able to participate in the meeting;
- Address the Board without permission;
- Use unparliamentary or offensive language; or
- Display signs or placards.

The Chairperson may exclude any person from the meeting for improper conduct.

**FINANCIAL STATEMENTS**

A copy of the monthly financial statements will be provided in each Regular Board meeting.

**BOARD AND STAFF INTERACTION**

Board members may not discuss with Library staff, other than the CEO/Director of Library Services or Designate, any suggestions or concerns about Library personnel and/or services.

Library matters which may necessitate changes in policy must first be discussed by the Board in consultation with the CEO/Director of Library Services and are subject to Board ratification. Library matters which need procedure changes should be discussed with the CEO/Director of Library Services who will implement any necessary changes. Implementation of policies and/or procedures is the responsibility of the CEO/Director of Library Services.

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**PUBLIC AND MEDIA RELATIONS**

Notwithstanding any pertinent legislation, the CEO/Director of Library Services and Chairperson, or designates, are authorized to discuss or provide information to the public and the media under the following categories:

- 1) The provision of information to clarify or provide technical background to a Board decision
- 2) The provision of information regarding Library policies and procedures
- 3) The provision of information relative to normal operations
- 4) The provision of information regarding emergency measures or situations

Board members will not initiate discussion with the public or the media about the following:

- 1) Any matter that requires a decision of or information that should properly be brought before the Board, until such time as the Board has disposed of the matter. (A general rule of thumb is to consider confidential any matter that has not been before the Board.)
- 2) Anything that would imply concern or criticism of any decision or action of the Board or Library staff.
- 3) Any personal attack or criticism of any Board member or Library staff member.
- 4) Any information that relates to any Library member/patron.

**EXPENSES**

***TRAVEL ALLOWANCE***

Board members who are required to travel out-of-town on Library business will be paid mileage in accordance with the travel allowance policy. Out-of-pocket expenses will be reimbursed upon submission of receipts. Board members travelling out-of-town will report to the Board, regarding the business conducted.

***CONFERENCES, CONVENTIONS, SEMINARS***

Attendance at conferences, conventions, or seminars by Board members will be pre-authorized by the Board. Mileage will be paid in accordance with the travel allowance policy.

Board members will be reimbursed all reasonable out-of-pocket expenses, by submission of expense claim, including the following:

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- 1) Hotel/motel accommodation - actual cost;
- 2) Parking - actual cost;
- 3) Registration - actual cost; and,
- 4) Meals - actual cost.

NOTE: Alcohol is not eligible for reimbursement

When a Board member is authorized to attend a conference, convention, or seminar, the CEO/Director of Library Services will have the authority to make advance payment to meet estimated expenses.

<b>POLICY HISTORY:</b>	
Initial Draft	October 1, 2010
Draft Presentation Review:	
Board Presentation:	October 21, 2010
Board Revision:	June 19, 2014; December 18, 2014; February 2016; November 2016; August 15, 2019; February 20, 2020; April 23, 2020; October 17, 2024; <u>January 16, 2025</u>